



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIOLOGICAL MAINTENANCE OFFICER	34	B	11.609

DEFINITION OF CLASS:

Under general supervision, administers the Division of Emergency Management's Radiation Safety Program and the Maintenance and Calibration Program, by establishing methods and procedures for performing Radiation Safety tasks, inspections, maintenance and calibration of radiation detection instruments and radioactive materials, as required by the Nuclear Regulatory Commission and NAC materials.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Assists in developing and negotiating the radiological instrument maintenance and calibration program agreement and annual budget as part of the Agency's Comprehensive Cooperative Agreement (CCA) with the Federal Emergency Management Administration (FEMA). Maintains quarterly inspections to ensure maintenance and calibration are on schedule and in compliance with federal contract.

While serving as the agency's Radiation Safety Officer, performs the Radiation Safety tests, conducts inventories of Radioactive Material, provides security of Radioactive material, obtains dosimetry services, documents radiation exposure to employees of the division as well as students in training classes and establishes calibration standards used with all Radiation Detection Instruments and sources. This is performed to ensure compliance with NAC 459 and the Nuclear Regulatory Commission.

Calibrates Radiation Detection Instruments using established procedures whereby a Radioactive Material is used instead of an electronic device. Evaluate instrument operability through electronic component testing prior to calibration and after, repair as required.

Prepares and documents all work performed for accountability and for tracking unusual and normal wear of instruments. Order parts based on statistical data collected on instrument repair. Maintain 10% inventory on hand of parts available for repair through GSA if parts are available. Purchase other component parts as budget will allow. Research parts, repair parts and re-design as necessary to maintain operability of instruments.

Travels to all parts of the State delivering instruments to designated county officials for emergency response personnel. Provides counties with calibrated radiation detection instruments for emergency response involving radiological incidents. Advises State agencies when requested of any new transportation regulations that may hinder or escalate emergency response at radiological incidents.

EXAMPLES OF WORK: (cont.)

Conducts and supports training courses on the use and operation of Radiological Instruments and their limitations to all emergency response personnel. Advises emergency response personnel on individual protective measures to ensure radiation safety at a radiological incident.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of current standards, guides, and reports published by various organizations and the ability to understand, interpret, and effectively apply them. Knowledge of applicable NRC regulations, regulatory guides, and NUREG series reports and ability to understand and effectively apply them. Working knowledge of transport regulations and requirements as they apply to the transport of radioactive materials. Knowledge of radiation detection instrument operation to repair and calibrate instruments.

Ability to understand radiation health protection standards, theories, and practices. Ability to sufficiently operate instruments used in the radiation program for measuring radiation and radioactive materials and to interpret the resulting measurements. Ability to calculate radioactive decay, instrument efficiency and instrument sensitivity. Ability to calculate internal and external radiation doses. Ability to design and fabricate replacement parts for the repair of radiation detection instruments. Ability to manage or conduct a radiation protection training program for facility personnel. Ability to recognize and anticipate existing and potential radiation safety problems. Ability sufficient to prepare a facility emergency plan and to conduct or manage the conduct of operations in accordance with the plan.

Serves as Duty Officer and Officer-of-the-Day on a periodic basis for the Division.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of instrument efficiency and sensitivity to ensure the radiation safety program is in compliance. Working knowledge and application of electronic theory.

Ability to select the appropriate measuring device for a particular radioactive material used in the program. Ability to evaluate the need for radiation shielding and to determine the types and amounts of shielding required. Ability to recognize the potential for contamination associated with work with radioactive materials, to control contamination, and to decontaminate equipment, facilities, and personnel when requested. Ability to apply electronic theory to practical application in order to repair and calibrate radiation detection instruments.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from an accredited college or university with major coursework in Radiological Technology, Health Physics or closely related field and one year of related experience of a technical nature in the field of radiological and hazardous material including associated instrumentation, the repair and calibration of radiation detection instruments, and emergency planning for protection of the public from the affects of radiological and other hazardous material; OR

II

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.609

ESTABLISHED:	11/14/73
REVISED:	1981
REVISED:	12/19/85-12
REVISED:	7/1/95P
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